

MORGAN COUNTY POSITION DESCRIPTION

TITLE: Deputy Sheriff

SALARY GRADE: (5)

DEPARTMENT: Sheriff

DIVISION: Public Safety

SHERIFF DIVISION: Jail Operations

SHERIFF SECTION:

EXEMPT/NON-EXEMPT: Non-exempt

REVISED: September 10, 2019

The primary mission of a Deputy Sheriff is to support, uphold and defend the Constitution of the United States of America and protect the Constitutional rights of others, as well as to support, uphold and defend the Constitution and laws of the State of Colorado, and enforce laws of the State of Colorado.

GENERAL STATEMENT OF DUTIES:

Deputy Sheriffs assigned to the Jail Operations Division are responsible for the receiving of, release, and safekeeping of all prisoners, detainees, or inmates lawfully confined to the Morgan County Jail, or those confined or held by an order of the court.

Jail Operations Division Deputy Sheriffs are also responsible for the safety and security of all visitors, victims of crime, witnesses, criminal defendants, civil litigants and respondents who are within, or on the property of, the Morgan County Justice Center complex, to include the staffs of the 13th Judicial District County and District Courts, Probation and District Attorney offices, Morgan County Communications Center, Morgan County Sheriff's Office and Morgan County Jail.

ESSENTIAL DUTIES:

The secondary mission of a Deputy Sheriff is to carry out provide law enforcement services to the citizens, residents, visitors or travelers within unincorporated Morgan County. Those duties shall include:

- Keep and preserve the peace and quiet, prevent acts of malicious mischief, disperse unlawful assemblages, and arrest persons violating laws relative to such acts.
- Apprehending and securing persons who commit criminal acts or serious traffic violations per statute of Office policy
- Properly serve and execute, according to law and Office policy, all processes, writs, precepts, decrees and orders issued or made by lawful authority and directed to the sheriff, or presented to the Office for service, in a timely and efficient manner; serve courts of record held in the county.
- Charge and custody and supervision of the county jail and its prisoners.
- Transportation of prisoners to correctional facilities or other place of confinement all prisoners who may have been convicted and sentenced and who are ready for such transportation.
- Pursue and recapture escaped persons

ESSENTIAL DUTIES (continued):

- Represent the sheriff in assisting with, and/or the coordination of fire suppression efforts in case of prairie, forest, or wildland fires or wildfires occurring in the unincorporated area of the county outside the boundaries of a fire protection district or that exceed the capabilities of the fire protection district to control or extinguish.
- Conducting thorough, efficient and timely investigations into all criminal activity or reports, as well as non-criminal incidents a Deputy Sheriff has the duty by Office policy or procedure, good practice, or by delegation, direction or order, to investigate,
- Seeking out persons who are violating the law by committing criminal, and/or unsafe/careless/reckless driving, acts, and making arrests and/or issuing lawful summons as appropriate,
- Timely and lawful service of assigned civil process and court orders per state statutes and Office policy.
- Responding to medical emergency, accident, fire, or search and rescue incidents; provides emergency medical care to the sick and injured; assists fire departments in management of prairie, wildland or other fires or hazardous material incidents; assists with traffic and crowd control
- Assisting other deputies/investigators as directed or requested; assists other law enforcement agencies, criminal justice and human/social services agencies when directed or appropriate.
- Attend all court appearances when so lawfully summoned or otherwise directed/requested/approved by Office command staff; testify truthfully and completely
- Attend, participate in, and where applicable, successfully complete training courses, presentations and in-service training to comply with Office policy and/or state/federal laws, to increase the knowledge, experience, efficiency and effectiveness of Office operations.
- Identifies, documents, collects, preserves, properly logs/catalogs, and makes arrangement for proper processing, any items of relevant physical, forensic or biological evidence discovered during investigations of criminal acts
- Monitors various surveillance and security systems
- Utilizes computerized data entry equipment and various word processing, database and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes data in preparation of standardized reports.
- Prepares and accurately completes a variety of reports and documents to include service of civil and criminal process, VIN verification, evidence/property sheets, animal bite, witness statement, vehicle impound, offense/incident and supplemental reports, affidavit in support of warrantless arrest, search and/or arrest warrant; maintains daily activity reports, as required; prepares and issues summons and complaint forms and written warnings; appears and testifies in court.
- Any other duties as may be assigned by the Sheriff or his designee.

ESSENTIAL JOB FUNCTIONS:

- Receive prisoners who are arrested or incarcerated by court order; documents
- Regular patrol of prisoner housing areas to insure safety and security of prisoners and staff, identify prisoners who may be suffering from illness, injury, mental health/suicidal/homicidal/self-destructive issues,
- Making periodic checks of prisoner housing areas, cells and bunks
- Inspection and monitoring of prisoner housing areas and other areas accessible/used by prisoners or offenders seeking damage, tampering, methods of escape, contraband
- Conducts physical, hands-on searches of prisoners at various times and strip searches per policy and state law
- Transports prisoners/inmates to and from places of confinement and/or court appearances per court order or other direction from a supervisor
- Escorts in-custody prisoners to court appearances
- Attends various court proceedings for purposes of providing security to court staff and persons involved/participating in those various proceedings
- Screens persons entering the Morgan County Justice Center to prevent firearms, weapons (real or potential), contraband or real or potential dangerous/hazardous items from entering the courts and other criminal justice
- Conducts regular patrols of Justice Center complex/sheriff's office/communications center exterior building, grounds, fences and parking lots to identify possible escape methods, security breaches, hazards, damage, etc.

SUPERVISION RECEIVED:

Reports directly to Division Sergeant

CHAIN of COMMAND:

1. Jail Operations Sergeant
2. Jail Operations Division Commander
3. Undersheriff
4. Sheriff

ESSENTIAL JOB SKILLS:

As part of the duty of a Deputy Sheriff, they shall always fully and accurately disclose the truth and abide by all laws of the State of Colorado and those of any city, county or state that they may be in.

The following are essential in performing the daily duties as a deputy sheriff;

ESSENTIAL JOB SKILLS (continued):

- Ability to remain calm and maintain discipline and good decision-making in the presence of disorder, high stress or life-threatening situations.
- Ability to keep confidential that information which may be law enforcement sensitive, or confidential
- Communicate clearly and concisely, both orally and in writing, in the English language, using proper punctuation, grammar, sentence structure and spelling,
- Ability to complete a variety of law enforcement reports, affidavits, to include; legible penmanship, above average spelling, proper use of grammar, and sentence structure,
- Proficiency in a variety of tools, equipment and devices relating to law enforcement operations, including evidence collection and processing,
- Ability to practice effective community relations skills,
- Ability to effectively communicate with and respond to people in crisis,
- Safe and efficient operation of motor vehicles, including emergency response and pursuit of traffic violators or criminal offenders,
- Use of portable and mobile digital-trunk radio systems,
- Proficiency in computer skills, including data entry and searches within law enforcement record management systems, internet navigation and Windows-based Office programs,
- Firearms knowledge, skill and proficiency in handling and shooting,
- Proficiency in defensive tactics and arrest control techniques, including search and handcuff techniques, use of strikes, kicks, holds or joint manipulations, impact weapons; knowledge and use of a variety of less than lethal devices or weapons.
- Knowledge, skill and ability to provide basic emergency medical care to the ill or injured, including resuscitation, bleeding control and other basic medical care equipment/instruments.
- Keeps issued and assigned equipment gear, weapons, or vehicles assigned to the individual or division, functional, clean and properly maintained and reports any repair or maintenance needs to his/her immediate supervisor.
- Ability to work a variety of shifts/work hours, work weeks, irregular days off, be on-call during days off for purposes of shift coverage, emergency situations, special events, etc.
- Be prepared to utilize lawful physical or deadly force against another to protect yourself, themselves, or third parties.
- Complete knowledge and understanding of the department policies and procedures.
- Ability to keep accurate records.

QUALIFICATIONS:

- Minimum of 21 years of age, except those Deputy Sheriffs who will be assigned exclusively to Master Control operations, must be a minimum of 18 years of age.
- Possess a high school diploma or equivalent.
- Possess a current valid Colorado Driver's License, or be able to obtain a valid Colorado Driver's License within ten (10) days of appointment.
- Must be able to read, write and comprehend, and speak fluently the English language (to at least a twelfth-grade level).
- Must not have been convicted of any felony or misdemeanor charge which would deny certification as a Peace Officer according to Colorado Peace Officer Standards and Training rules or Colorado Revised Statutes, including conviction in a municipal court or a court other than the state of Colorado which would have the functional equivalent of a crime that would deny certification by P.O.S.T.
- Must be able to complete all training requirements of a Deputy Sheriff assigned to Jail Operations, as dictated by sheriff's office policy

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

VISION (Constantly) - Individual must be able to read handwritten or printed material, and read from a variety of computer, radio or technological displays. Vision may be compromised by bright sunlight, low-light or darkness, bright flood/spot/emergency lighting, blowing particles, hazardous situations or materials and fatigue. Potential for injuries to eyes during time of physical assault, rescue, or emergency situations

HEARING (Constantly) - Individual must possess above average hearing ability and be able to still hear citizens, other responders, radio and phone communications, and calls for help, or alerts to threats or hazards, even when hearing conditions are less than optimal. The noise level in the work environment is usually moderate, however exposure to sirens, large motors or engines, power generation, rescue or other equipment can be expected without immediate access to proper hearing protection, and the individual must still be able to hear critical communications.

LIFTING (Frequently) - Must be able to lift, carry, push or pull an averaged size adult a reasonable short distance (minimum of one-hundred fifty (150) pounds???) . Lifting, carrying, pushing or pulling in emergency situations often occur in less than optimal conditions and may be compounded by extreme weather conditions, poor or irregular footing/ground conditions, hazardous environmental conditions (snow/ice, heat, wind, lightning or severe weather), physical danger (hazardous materials, fire, assaultive/homicidal/suicidal persons, dangerous/attacking animals), fatigue and physical stress.

MOBILITY (Constantly) – In public safety and emergency response, percentages vary greatly from day to day in the amount of time sitting, standing, walking and strenuous physical activity, which can include stooping, kneeling, balancing, reaching, crawling, lifting, crouching, lifting, pushing.

PHYSICAL DEMANDS (continued):

DEXTERITY (Frequently) – *Frequent* use of eye, hand, and finger coordination enabling the use of radio and other communications devices, computer technology, emergency medical care, self-defense or restraint techniques, driving and use of various equipment, tools, instruments, controls or weapons.

COMMUNICATION (Constantly) - Individual must be able to clearly understand the English language and be understood while speaking the English language. Individual must be able to clearly enunciate and convey information to others as well as write legibly, concisely and accurately.

DRIVING (Frequently) - Individual must be able to operate a motor vehicle in normal traffic, driving and weather conditions, as well as during emergency vehicle operation or in pursuit of offenders or dangerous persons, and/or during times of heavy vehicular, pedestrian and animal traffic, along with darkness and extreme weather conditions.

PHYSICAL WELL-BEING (Occasionally to Frequently) – Individual will be subjected to various physical stressors such as environmental dangers, exposure to high-speed traffic, extreme weather, hazardous or toxic materials, blood-borne/communicable diseases, dangerous substances and materials, dangerous and unsafe environments, vicious or dangerous animals. Individuals may be faced with the real or threatened acts of violence against others and/or the individual. Individual may be attacked and assaulted by others with body parts, blunt or sharp-edged items, noxious, toxic or dangerous substances, vehicles or firearms. These exposures can lead to illness, disease or injury, which can be permanent, incapacitating, debilitating, or cause death.

EMOTIONAL WELL-BEING (Occasionally to Frequently) – Individuals working in the public safety/emergency response fields are exposed to various emotional and psychological stressors. Animals, adults and children who are ill and injured, abused and neglected, dealing with death and dying, verbal assaults/threats by others, imminent danger due to threats/exposure from violence, environmental conditions, vehicular traffic or communicable disease are common events, along with unwanted or upsetting sensations, sights, sounds and smells, are inherent in this position and may bring about any number of emotional or physical symptoms.

****Occasionally: Activity exists less than 1/3 of the time, though certain shifts, time periods or events could increase in frequency.***

****Frequently: Activity exists between 1/3 and 2/3 of the time, though certain shifts, time periods or events could increase, or decrease, in frequency.***

****Constantly: Activity exists more than 2/3 of the time, though certain shifts, time periods or events could decrease in frequency.***

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

Employee Signature:	Date:
Human Resources Signature:	Date: